

# American Association of Physical Anthropologists Constitution and By-Laws

## CONSTITUTION

### ARTICLE I

#### *Name and Purpose*

*Section 1. Name.* The name of this society is the American Association of Physical Anthropologists.

*Section 2.* The purpose of the Association is the advancement of the science of physical (biological) anthropology.

### ARTICLE II

#### *Officers*

*Section 1. Officers.* The officers of the Association shall be a President, a Vice-President, and a Secretary-Treasurer. There shall be four officers in their positions at any given time, since the President-Elect and the Past President shall serve in alternate years.

*Section 2. Presidential Duties.* The President shall chair the annual business meeting and the Executive Committee. He or she shall have powers and authorities usually vested in the President of a learned society and shall perform such other duties as the Executive Committee or membership may direct. He or she shall have voting privileges within the Executive Committee.

*Section 3. Duties of the President-Elect.* The President-Elect shall assist the President, and, in the absence or disability of the President during the second year of the President's term, shall perform the duties of the President.

*Section 4. Duties of the Past-President.* The Past-President shall assist the President, and, in the absence or disability of the President during the first year of the President's term, shall perform the duties of the President.

*Section 5. Vice-Presidential Duties.* The Vice-President shall assist the President in the performance of the President's duties, and shall also be responsible for planning the program of the annual meeting.

*Section 6. Secretary-Treasurer's Duties.* The Secretary-Treasurer shall keep financial accounts of the Association, insure that its funds are collected, and disburse funds under the direction of the Executive Committee. Accounting for the financial status of the Association is part of that duty, including a written report to the Association at the annual business meeting. The Secretary-Treasurer shall ensure that minutes are taken during the annual business meeting and any Executive Committee meetings, and that these are published or otherwise made available to the Association. A current Association membership list, a copy of the current Constitution and By-Laws, and a separate list of all successful motions and resolutions shall be kept by the Secretary-Treasurer's office. The Secretary-Treasurer shall also be responsible for recording nominees for membership and presenting nominees to the current membership for approval.

*Section 7.* All officers, Editors, and Associate Editors and other Association officials must be regular members in good standing.

*Section 8. Terms.* The President and Vice-President shall be elected for terms of two years each in alternate years. The Secretary-Treasurer shall be elected for a term of four years.

#### ARTICLE III

##### *Standing Committees*

*Section 1a. Executive Committee Membership.* The Executive Committee shall consist of the four officers (President-Elect and Past-President serve in alternate years and are not members of the Executive Committee at the same time), four regular committee persons, the Editor of the Association's official journal, and the Editor of the *Yearbook of Physical Anthropology*. Editors of any other publications sponsored by the Association may be added to the Executive Committee by majority vote of regular members present and voting at the annual business meeting. Any Executive Committee member holding multiple memberships is entitled to only a single voting privilege.

*Section 1b. Executive Committee Tenure.* At least one member of the Executive Committee, exclusive of the officers of the Association specified in Section 1a preceding, shall be elected annually to serve for three years. Editors serving on the Executive Committee as a consequence of their Editorship will be removed from Committee membership immediately should the publication or their editorial position terminate.

*Section 1c. Executive Committee Duties.* The management of the affairs of the Association in the interim between meetings is delegated to the Executive Committee. Other Committee duties are specified in the Constitution and By-Laws.

*Section 2. Other Committees.* The following standing committees shall be constituted: Membership and Credentials; Publications; Meetings and Programs; Education; Research and Funding; History and Honors; Student Affairs; Career Development. Each Committee shall have at least three members, one of whom is designated by the President to chair the Committee. All members are appointed for a three-year term by the President with advice and consent of the Executive Committee. There shall also be a Nominating Committee consisting of three persons. They shall be appointed by the President with advice and consent of the Executive Committee for a one-year term, beginning at least three months prior to the annual meeting. The President is responsible for charging Committees with their duties and receiving their reports. At the President's discretion, Committee members may be given staggered terms. All Committees are to keep detailed records of their proceedings suitable for transmission to future committee members.

#### ARTICLE IV

##### *Meetings*

*Section 1.* The Association shall meet once a year, except when special circumstances require otherwise, at a time and place to be determined by the Executive Committee.

#### ARTICLE V

##### *Membership*

*Section 1a.* Regular membership shall be open to professional anthropologists, advanced graduate students showing evidence of professional capacity, professionals in cognate sciences, and others who have demonstrated qualification by publication or other professional activities.

*Section 1b.* Student membership shall be open to bona fide graduate students for a maximum of six years.

*Section 1c.* Special membership shall be open to student members after their six-year membership has expired.

*Section 2.* Regular members, in good standing, are entitled to subscribe to the official journal, to vote at the annual meeting, and to all other privileges of the Association. Student and special members are only entitled to subscribe to the official journal.

#### ARTICLE VI

##### *Dues*

*Section 1.* There shall be annual dues of an amount fixed by the Association at an annual meeting. Such dues shall include an amount for the conduct of the Association's business plus the cost of any official publication to which the member is entitled.

#### ARTICLE VII

##### *Amendment*

*Section 1.* Any change in the Constitution or By-Laws of the Association must be proposed in writing by at least five regular members. Such proposal shall be referred to the Executive Committee and shall be discussed at the next annual meeting. If approved, the Amendment will be presented for vote by means of a mail ballot following distribution of the minutes of the meeting.

*Section 2.* At least one-sixth of the regular members must respond and at least two-thirds of these must respond in the affirmative for adoption. If less than one-sixth respond, the Amendment shall be voted upon at the next annual meeting where a two-thirds vote of the regular members present and voting shall be sufficient for adoption.

#### ARTICLE VIII

##### *Publications*

*Section 1.* The official journal of the Association is the *American Journal of Physical Anthropology*. The Executive Committee with the approval of a majority of the regular members present and voting at the annual meeting may establish additional publications.

*Section 2. Editor.* At proper intervals, the Executive Committee shall nominate the Editor of its official journal to serve for a term of six years. Nominations and terms for editors of other serial publications sponsored by the Association shall be made by the Executive Committee.

*Section 3. Editorial Board.* The Editor of the official journal shall nominate for the Executive Committee's approval an editorial board of at least eight Associate Editors, of whom at least two shall be nominated annually to serve for four years. Nominations and terms for Associate Editors of other serial publications sponsored by the Association shall be made by the Editor and shall be submitted to the Executive Committee for its approval.

*Section 4. Yearbook of Physical Anthropology Editor's Term.* At proper intervals, the Executive Committee shall nominate the Editor of the *Yearbook of Physical Anthropology* to serve for a term of six years. During this term, five annual volumes of the *Yearbook* will be published. The appointment of a new *Yearbook* Editor should be made approximately two years before the first volume of the *Yearbook* under his/her Editorship. The Editor in office will remain in office as Editor until the last volume under his/her Editorship is published.

#### ARTICLE IX

##### *Dissolution*

*Section 1. Procedure.* In the event of dissolution of the organization, all remaining assets will be distributed only to organizations which qualify for exemption under Section 501(c)(3) of the Internal Revenue Code to be used for scientific or educational purposes.

## BY-LAWS

### CHAPTER I

#### *Nomination and Election of Officers*

*Section 1. Nominating Committee.* Regular nominations for office shall be made by the Nominating Committee.

*Section 2. Nominating Procedure.* The Nominating Committee shall name candidates for each office for which a term will expire at the next annual meeting. Before the end of the year preceding that meeting, the Nominating Committee shall provide each regular member of the Association with a ballot for voting on these candidates. Additional nominations for any office may be made in mail and by writing over the signatures of at least twenty (20) regular members to the chair of the Nominating Committee no later than the first business day in October of the year preceding. For each office to be vacated, the names of at least two candidates, including all candidates validly nominated by mail, shall be placed on the ballot. Ballots must be returned to the Nominating Committee chair no later than the last day of February preceding the annual meeting.

*Section 3. Election.* The Chair of the Nominations Committee shall count the ballots and inform the Election Committee of the election results in advance of the annual Executive Committee meeting, to allow newly elected candidates to attend that meeting. However, the election results shall become final only when the ballots have been counted at the Executive Committee meeting and the results have been announced at the annual meeting of the Association. Only a plurality is needed for election.

*Section 4. Terms.* All terms of office shall commence with the close of the annual business meeting at which the election takes place.

### CHAPTER II

#### *Nomination and Election of Members*

*Section 1. Proposal.* Candidates for regular membership shall be proposed in writing. Student members must be so certified by *any* two professors. The names of the candidates must be submitted to the Secretary-Treasurer of the Association together with a statement of their qualifications. Special membership is open to any student member requesting this status.

*Section 2. Consideration.* It shall be one of the duties of the Membership and Credentials Committee to consider all candidates duly proposed. Those approved shall be recommended for election by the Association at the business meeting.

*Section 3. Election.* At the annual business meeting the Secretary-Treasurer shall present the list of candidates for membership approved by the Membership and Credentials Committee. In the absence of objection from the floor to any name presented, the Secretary-Treasurer shall be instructed to cast a unanimous ballot for the list submitted. Any name challenged from the floor may be withdrawn upon proper motion for further consideration, provided the reason for the objection is stated. If the motion to withdraw a name is lost, the candidate shall be voted upon separately. A three-fourth vote of the regular members present and voting shall be necessary for election.

### CHAPTER III

#### *Meetings*

*Section 1. Business Meeting.* One session of the annual meeting shall be devoted to the business affairs of the Association, including election of officers and regular members, reports of officers, committees and delegates, the finances of the Association and such other business as may properly be brought before it.

*Section 2. Quorum.* Forty regular members in good standing shall constitute a quorum at the annual business meeting.

*Section 3. Executive Committee.* The Executive Committee shall meet regularly just prior to the annual meeting of the Association and at such other times as the business of the Association may require. The session of the Executive Committee just prior to the annual meeting shall be called its regular meeting.

*Section 4. Agenda.* At its regular meeting the Executive Committee shall determine the agenda for the annual business meeting.

*Section 5. Proposals.* Any item of business to be brought before the membership for a vote at the business meeting may be excluded from the agenda unless it has been sent to the President at least four weeks prior to the date of the meeting. It shall be the President's responsibility to see that copies of such proposals appearing on the agenda are made available to the membership by the beginning of the annual meeting.

*Section 6. Meeting Conduct.* The annual business meeting and Executive Committee meetings shall be conducted according to parliamentary procedure. The Chair may appoint a parliamentarian to advise on meeting conduct.

#### CHAPTER IV

##### *Dues*

*Section 1. Amount.* The annual dues of the Association shall be amounts set by a majority of regular members present and voting, plus the amount of the annual subscription rate to the official journal and other publications.

*Section 2. Spouses.* In cases where husband and wife are both members of the Association, only one subscription to the official journal and other publications shall be required.

*Section 3. Retirement.* After 25 years in good standing, regular members reaching the age of 65, upon written request, may be relieved of payment of the administrative dues component without impairment of standing.

*Section 4. Voting Privilege.* Only regular members whose dues have been paid for a given year are considered in good standing for that year and entitled to vote in the annual business meeting. It shall be the duty of the Secretary-Treasurer to ensure proper compliance with this provision. Student and special members do not have voting privileges.

*Section 5. Delinquents.* A member in arrears of dues after six months shall be dropped automatically from the mailing list.

*Section 6. Reinstatement.* A member dropped from the rolls for nonpayment of dues may be restored to membership by payment of current dues plus all delinquent dues for periods during which the official journal was received.

*Section 7. Membership Categories.* It shall be the responsibility of the Executive Committee to determine special categories of membership not covered by these By-Laws, and to determine the appropriate level of dues of these categories.

#### CHAPTER V

##### *Publications*

*Section 1. Editor.* At the expiration of an Editor's term, the Executive Committee shall nominate the Editor of any official publication of the Association. This nomination shall be presented to the annual business meeting of the Association for its action.

#### CHAPTER VI

##### *Vacancies*

*Section 1.* In the event of a vacancy in the office of the President during the first year in office, the Past-President shall reassume the office for the remainder of the year. In the

event of a vacancy in the office of the President during the second year in office, the President-Elect shall become President.

*Section 2.* The Executive Committee shall appoint a regular member in good standing to fill any vacancy among the Vice-President, Secretary-Treasurer, and Executive Committee. Such appointment shall hold until the next annual meeting when any unexpired term shall be filled by regular nomination and election procedure.

*Section 3.* In the case of vacancy among the Editor and Associate Editors of an official publication, the Executive Committee shall be empowered to designate a regular member in good standing for the unexpired term of the place left vacant, subject to the approval of the Association at its next annual meeting.

#### CHAPTER VII

##### *Conflict of Interest*

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Constitution. Actual expenses incurred by Executive Committee members while conducting the affairs of the Association may be paid by the Secretary-Treasurer, provided that such expenses are authorized in advance by the Executive Committee.

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an entity exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an entity, contributions to which are deductible under 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

#### CHAPTER VIII

##### *Indemnification*

The members of the Executive Committee and members of other committees shall not be held personally liable for the obligations of the Association, and shall not be liable in damages to the Association for injury which may result from the fulfillment of their duties when they discharge the duties of their position in good faith and with that degree of diligence, care and skill which ordinarily prudent persons would exercise under similar circumstances in like positions.

*Note:* Amendments to sections 2-4 of Chapter 1 (Nomination and Election of Officers) of the By-Laws were approved at the 1998 Business Meeting of the AAPA. The changes have been incorporated in the By-Laws as shown above. Please refer to the December 1998 issue (*AJPA* 107:437-442) for the older version of the Constitution and By-Laws.